Approved For Release 2003/01/28 : CIA-RDP78-04914A000200100003-2

CONFIDENTIAL

TO : Chief, Accounting Branch
" Claims "
" Travel "
" Payroll "
" Fiscal Processing Branch

) October 1951

FROM: Chief, Fiscal Division

SUBJECT: Weekly Report

1. This office has been instructed to submit a verbal report to the Assistant Comptroller, no later than Friday afternoon of each week, regarding any matter affecting the Fiscal Division which falls within one of the following categories:

a. New function or responsibility assumed.

b. The arising of a major problem. (Indicate action taken or planned.)

c. The resolving of an existing problem.

d. Assignment or detail of personnel to other offices.

e. Official travel of extended duration.

f. Participation in meetings, internal or with other agencies, relating to policy matters.

g. Special assignments undertaken or completed for other offices.

h. Urgent or sensitive matters which require action by higher authority.

i. Unusual financial transactions.

j. Items of major policy significance.

k. Complaints of sufficient importance to bring to the attention of the Comptroller.

2. The information furnished by this office will be screened for inclusion in the weekly report of the Finance Office to the Deputy Director (Administration).

3. Please refer any item, supported by a brief explanatory statement, to the Assistant Chief, Fiscal Division, prior to noon each Friday. It is not necessary that submissions be formally prepared, nor is notice required if you have nothing to report.

25X1

Approved For Release 2003/01/28 : CIA-RDP78-04914A000200100003-2

VLB/MK
cc: File

CONFIDENTIAL